

State of Hawaii
Department of Health
Family Health Services Division
WIC Services Branch

Addendum 3

Issued March 29, 2005

To

Request for Proposals

RFP No. HTH 165-5
Special Supplemental Nutrition Program
For Women, Infants and Children
Issued March 11, 2005

March 29, 2005

ADDENDUM NO. 3

To

**REQUEST FOR PROPOSALS
Special Supplemental Nutrition Program
For Women, Infants and Children
RFP No. HTH 165-5**

The Department of Health, Family Health Services Division, Women, Infants and Children (WIC) Services Branch is issuing this addendum to RFP Number HTH 165-5, Special Supplemental Nutrition Program For Women, Infants and Children for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of March 17, 2005 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.

The proposal submittal deadline:

- ☐ is amended to <new date>.
- ☐ is not amended.

Enclosed is (are):

- ☐ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.

Should you have any questions, contact:

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Responses to Question Raised by Applicants
For RFP No. HTH 165-5 Special Supplemental Nutrition Program For Women, Infants and
Children

- 1) Is it a lengthy process to move computer equipment?
The Data Processing Systems Analysts will be available on May 24, 2005, and they anticipate that it will take one day to set up computers. Laptops are available, but desktops are faster. In order to connect with Serving Women, Infants and Children in Hawaii (SWICH), a business line needs to be installed that will be dedicated dial-up connection. This must be arranged with Verizon Hawaii to be in place by May 24th by the Contractor. The cost of the installation of the business line and monthly service fee can be added to the budget. A secure location is needed for storage of the computer equipment; a security system must be in place before May 24th. The cost of the security system can be added to the budget.
- 2) What is the projected caseload for Molokai WIC?

MOLOKAI WIC CASELOAD PARTICIPATION FOR 2004

	ALL	CHILD	INFANT	WOMEN
JAN '04	366	240	68	58
FEB '04	362	246	61	55
MAR '04	369	246	62	61
APR '04	367	245	59	63
MAY '04	363	237	61	65
JUN '04	370	246	62	62
JUL '04	358	240	56	62
AUG '04	373	247	61	66
SEP '04	355	223	67	65
OCT '04	328	206	62	60
NOV '04	341	214	61	66
DEC '04	353	220	66	67
	4305	2810	746	750
AVG.	359	234	62	63

65% Children
17% Infants
17% Women

Additional information was given to the attendees by WIC staff.

Maui District Health Office State staff is compiling an inventory of State property that will be available for use by the Purchase of Service (POS) agency. The inventory will be available by April 8, 2005. WIC will provide all computer equipment including a forms printer, a large food instrument (FI) printer and a toner cartridge for each printer. The FI toner cartridge is expected to last one year.

It is requested that agencies identify what they currently use for hematology. WIC has a contract with Diagnostic Laboratory Services for anemia screening on Molokai for \$5.00/test. However, the use of a Hemocue machine in the clinic is encouraged since it is less expensive.

There are three training opportunities available for the POS provider that is awarded the contract.

- 1) The New Employee Orientation (WIC 101) will be held May 3–4, 2005 from 8:15 a.m. – 3:45 p.m. at the WIC Services Branch office in Honolulu. All WIC staff should attend. WIC will provide hotel accommodations and coupons for air travel and car rental.
- 2) Certified Lactation Counselor training is May 16–23, 2005 on Oahu. WIC Services Branch will provide hotel accommodation and coupons for air travel and car rental for the agency's designated Breastfeeding Coordinator.
- 3) The State WIC Conference will be held June 9, 2005 from 7:45 a.m. – 4:30 p.m. at the Pagoda Hotel in Honolulu. It is expected that all WIC staff on Molokai will attend and the cost can be written into the budget.

The WIC POS agencies meet with WIC Services Branch staff on a quarterly basis with neighbor islands participating through videoconferencing. The next meeting is scheduled for April 29, 2005.

Since there were no further questions, the telephone conference portion of the orientation was concluded. There were no written questions submitted.